



City Clerk & Clerk of Council

Gloria Sitton

City Clerk and Clerk of Council

City Clerk and Clerk of Council: Who We Are



- Officially – The keeper of the records and city seal
- Attend meetings of Council and take minutes of the proceedings
- Assemble the Docket packets for distribution to Council and the public
- Notarize/Attest to official documents for the City
- Records manager – maintains the City's Legislative History
- Manages Budget for Council and City Clerk's Office
- Executive Secretary for Boards and Commissions – serves as a clearinghouse to the City Boards, Commissions and Committees and its volunteers

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- Appointed to the position in June 2017
- Served as the Deputy City Clerk and Clerk of Council in City of Alexandria since 2003
- BA in Political Science from Spelman College
- Graduate Certificate in Local Government Management from Virginia Tech
- Certified Municipal Clerk (from International Institute of Municipal Clerks)
- Served as the Deputy City Clerk for the City of Greenville, South Carolina



City Clerk's Office Staff

Gloria Sitton, City Clerk and Clerk of Council

Keia Waters, Deputy City Clerk

Brandi Galloway, Executive Assistant to the City Clerk

Docket Distribution

- Agenda packets are distributed for two legislative meetings and public hearing meeting (monthly)
- Electronic distribution – email link and on iPad in iLegislate app
- Paper copies of docket material is available upon request

Council Protocols and Procedures

- Meets September to July
- Legislative meetings generally second and fourth Tuesdays
- Public hearings generally the Saturday after second Tuesday at 9:30 a.m.



Boards and Commissions Overview

Advisory, Policy Making, Regulatory

- Recommendations to City Council
- Study and analyze problems
- Support development and expansion of City programs
- Recommendations on environment and impact of projects on the community
- Issues on aging
- Appropriateness of changes to buildings

69 Active Boards and Commissions

- Planning/Zoning
- Traffic/Transport.
- Archaeology
- Arts
- Parks and Rec
- Housing
- Budget
- Aging Services
- Libraries
- Historic Preservation
- Children/Youth
- Social Services
- Disabilities
- Waterfront
- Emergency Communications
- Public Health

Advertising of Openings

- Notice of vacancies are listed on website, eNews and social media
- Open for minimum of 21 days
- Online application must be filled out
- City residents are preferred
- Positions are varied: citizens, business representatives, architects, certain areas of the City, students, older citizens

Appointment Process

- City Council members receive application materials by email same day as docket distribution
- Resignations, Uncontested and Contested
- Appointments are made at the first Legislative Meeting of the month
- Day of meeting: Ballots for appointments are placed at seat on the dais.
- Ballots are tallied during the meeting by the City Attorney and results are announced by the Mayor
- Appointees notified by letter from City Clerk

Appointments and Meetings

- Oath of Office
- All must follow State Freedom of Information Act (FOIA) guidelines
- Meetings are all open to public

Questions?

City Clerk & Clerk of Council

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www.alexandriava.gov/CityCouncil